



CITY OF HOUSTON

Job Posting

Applications accepted from:

All PERSONS INTERESTED

Job Classification

FINANCIAL ANALYST IV

Posting Number

PN# 112722

Department

HOUSING and COMMUNITY DEVELOPMENT

Division

REAL ESTATE/LOAN SERVICING

Section

LOAN SERVICING

Reporting Location

601 SAWYER, 4TH FLOOR

Workdays & Hours

MONDAY-FRIDAY, 8:00 am-5:00 pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Manage the investigation of loan/grant discrepancies.
- Develop and review internal audit and review procedures.
- Provide loan services on complex and problematic loans.
- Analyze financial statements and prepare analyses to determine solvency of borrowers/grantees.
- Monitor payables and develop reports on compliance or deficiencies.
- Research Project Files and abstract key terms and provisions.
- Oversee the development of monthly status reports and account aging reports.
- Process financial transactions.
- Coordinate and conduct special projects and perform other duties as requested.

WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Finance, Accounting, Business Administration, Finance or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master's degree in Business Administration, Accounting, or a closely related field may be substituted for two (2) years of above experience requirement.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Five (5) years or more experience in loan servicing with a bank, mortgage company or related entity. Thorough knowledge and understanding of the financial and credit factors related to business loans and financial structures.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 25

\$1,501 - \$2,173 Biweekly \$39,026 – \$56,498 Annually

OPENING DATE

August 23, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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